**WriteFest Submission Guidelines, Selection Process and Terms & Conditions of Entry (“WriteFest Rules”)**

“WriteFest (or Writefest)” is an event which aims to encourage new and experienced writers to create and submit works of original writing (“Entry” or “Entries”) to be directed, produced and performed to audiences. Subject to the WriteFest Rules, Entries will be received, acknowledged and anonymised by the “WriteFest Submissions Manager(s)”. Entries are then reviewed by the group of Progress Theatre members who form the “Progress Theatre’s Programme Planning Committee” (“PPC”), and who are designated as the “Judging Panel”. The Judging Panel will then select a number of Entries which will go forward to be directed, produced and performed at Progress Theatre.

Any member of the PPC who submits an eligible entry to WriteFest must excuse themselves from the Judging Panel. In the event that two or more members of the PPC are unable to participate in the Judging Panel an equivalent number of other progress members may be co-opted to the Judging Panel in their stead. This shall be open to all members and the final selection of members shall be approved by the PPC, Progress Chair, Production Manager and Theatrical Resources Manager.

Entrants acknowledge and agree that by submitting an Entry to WriteFest, entrants are bound by the WriteFest Rules contained herein.

**Criteria and Rules for Entries**

1. All Entries must be submitted in English.
2. All Entries must be original, unpublished and not previously produced and performed; this includes rehearsed readings. Consequently, plays performed or scheduled to be performed at Progress Theatre’s Scratch Reading are ineligible for WriteFest.
3. All Entries must not be under consideration with another writing competition or theatrical company. Entries must also not be expected to be published or performed prior to the WriteFest performance dates.
4. Each entrant may submit up to a maximum of three Entries.
5. Entrants may not submit Entries using a pseudonym. If the Entry is selected for performance, a pseudonym may then be adopted for the performance.
6. Entries must have a running time of between 8 and 18 minutes. Please note that running time is usually substantially longer than the reading time.
7. The WriteFest Submissions Manager(s) decision on the estimated running-time of each Entry is final and no discussion will be entered into.
8. Any Entries submitted in advance of the closing date, and refused on the grounds of running-time, may be edited and resubmitted by the author, provided the revised Entries are submitted before the closing date.
9. Exceptionally, on a case by case basis, longer or shorter Entries may be accepted by the WriteFest Submissions Manager(s) at their absolute discretion.
10. Entries must be submitted in PDF, MS Word, or plain text format. PDF submissions must have the author metadata removed.
11. The preferred formatting is size 12 Arial font, double spaced with page numbers.
12. Entries must be submitted anonymously. Neither the writer’s name, nor their details should appear on the script. Entries not complying with these rules will be rejected.
13. Entries must be sent as an attachment to writefest@progresstheatre.co.uk with a covering email which must include the following details: author’s name, author’s postcode, and title of the Entry.
14. The WriteFest Submissions Manager(s) will confirm receipt of all Entries, within an expected timeframe of 1 week from submission.
15. The Judging Panel reserve the right to include in the final programme a maximum of one devised piece of theatre. Devised pieces will be considered separately, not on an anonymous basis, and will only be considered if submitted by current Progress Theatre members, including Progress Youth Theatre members.
16. Those wishing to submit a devised piece for consideration must contact the WriteFest Submissions Manager(s) before the submission deadline and will be provided with an appropriate proposal form.
17. Entries must be received to the allocated mailbox by 11:59pm on the closing date. The closing date for Entry submission will be set by the WriteFest Submissions Manager(s) and Judging Panel.
18. There is no charge for the submission of Entries to WriteFest. By submitting an Entry, entrants agree that Progress Theatre has the right to direct, produce, perform and otherwise use the Entry as part of WriteFest during the year in which the Entry was submitted. This includes the right to release an online recording of any subsequent production of the Entry.
19. By submitting Entries to WriteFest entrants undertake that Entries are original and proprietary to the entrant. The WriteFest Submissions Manager(s) and Judging Panel have absolute discretion to disqualify from WriteFest any entrant that it suspects has submitted an Entry or Entries that are not original in nature or that it suspects contains plagiarism.
20. The entrant acknowledges and accepts that Progress Theatre will not be held liable for any actual or alleged breach of any intellectual property rights of the entrant or any other person or entity and will not be obliged to participate in any claim resulting from any such allegations.
21. Entries are open to those resident within a 20 mile radius of Progress Theatre only. In the event of a large number of Entries the Judging Panel reserves the right to narrow the geographical limit at any time during the judging process. The geographical limit does not apply to current or previous Progress Theatre members.
22. The WriteFest Submissions Manager(s) and Judging Panel reserve the right to disqualify any writer for rude, abusive, or discriminatory behaviour.
23. The WriteFest Submissions Manager(s) and Judging Panel reserve the right to disqualify any Entry not satisfying the above criteria.

**Play Assessment**

1. Each member of the Judging Panel will read all Entries. However, in the event of a large number of submissions the Judging Panel reserves the right to implement a screening process that will be conducted by nominated members of the PPC (the ‘Screening Panel’). The function of the Screening Panel would be to ensure that Entries adhere to the WriteFest Rules detailed herein and are of sufficient quality to be considered by the full Judging Panel. Quality will be assessed objectively in reference to the criteria in the Play Assessment Form. If any one of the Screening Panel considers an Entry to be suitable for consideration it will be released to the Judging Panel for further consideration. In addition, at any time, any member of the Judging Panel will be free to read any of the Entries that are passing through the initial screening process
2. Each member of the Judging Panel must then complete one Play Assessment Form for each Entry (or each Entry that has passed through the Screening Panel, should this be implemented). Play Assessment Forms are designed to capture information about the Entries against which the Entries will be judged and a selection of short listed Entries chosen.
3. Members of the Judging Panel may not submit Entries.
4. Completed Play Assessment Forms will be returned to the WriteFest Submissions Manager(s) by a pre-agreed date selected by the Judging Panel.
5. The WriteFest Submissions Manager(s) will use the information captured by each Play Assessment Form to assign each play a “Ranking Score”.
6. The twelve (12) Entries with the highest Ranking Scores, plus any Entries with highly divergent individual Ranking Scores, constitute an initial shortlist.
7. From this shortlist the Judging Panel, with support from the Progress Theatre Chair, the Progress Theatre Production Manager, the Progress Theatre Theatrical Resources Manager and the current WriteFest Producers and administrative support from the WriteFest Submissions Manager(s), will select the final programme of Entries that will be directed, produced and performed as part of WriteFest. In the event that any of the people named within this rule have an Entry within the shortlist they shall be excluded from this selection process.
8. Selection of Entries to be performed will take account of, not only Ranking Score, but also style, content and length of each Entry in order to produce a programme of performances that the Judging Panel, assisted by the Progress Theatre Chair, the Progress Theatre Production Manager, the Progress Theatre Theatrical Resources Manager and the current WriteFest Producers, (excluding any of these people who have an Entry within the shortlist), considers to be a balanced evening’s entertainment. This may result in more than one Entry by the same entrant being selected to make up the final WriteFest programme.
9. The Judging Panel has discretion in all matters and the decision of the Judging Panel will be final.
10. The WriteFest Submissions Manager(s) will inform all entrants whether their Entry/Entries have been selected for the WriteFest programme. The WriteFest Submissions Manager(s) is under no obligation to give feedback to any author(s) relating to any Entry. In some circumstances and at the discretion of the WriteFest Submissions Manager(s), feedback may be provided to unsuccessful entrants.
11. The WriteFest Submissions Manager(s) will publish a list of the selected Entries on the Progress Theatre website.

**Miscellaneous**

1. It is expected that Entries that have been selected by the Judging Panel will be performed to the paying public. Entrants acknowledge and agree that no form of payment or other compensation will be made for Entries or the use thereof.
2. Once an Entry has been selected by the Judging Panel for performance it may not be withdrawn from WriteFest by the entrant.
3. The WriteFest Producer(s) will organise publicity of WriteFest to Progress members, nonmembers, the local community and other organisations.
4. These WriteFest Rules are subject to an annual review by the then current Judging Panel. Following such annual review, the Judging Panel reserves the right to modify these WriteFest Rules at its discretion.
5. The Judging Panel’s interpretation of these WriteFest Rules is final.

Last revised on 17 November 2022